

## Email Sent to Applicant

**From:** escertification@energystar.gov

**Sent:** 2016-02-16T07:46:30.000-05:00

**To:** laura.mintz@cbre-ne.com, rdyson@c3boston.com,

**Subject:** ENERGY STAR Application for CBRE - 101 Arch St (ID: 1370872)

Dear Laura and Robert:

Thank you for returning the audit form and utility information for CBRE - 101 Arch St (ID: 1370872). We have reviewed your responses and would like to ask a few follow up questions before finishing our review process.

You have indicated that the computer count was an estimate based on the number of workers that was provided by the building management. Can you please explain how you arrived at that estimate? During the site visit, were you able to view any tenant spaces to confirm that the estimation method was applied correctly?

You have included (b) (4) workers and (b) (4) computers in the Concourse space at this building. The explanation for the worker count states that the number was provided by the building management, but there is no explanation for the computer count in the form. Can you please confirm that there are (b) (4) workers in this space for all (b) (4) operating hours? This count should not include any visitors to the building or tenants passing through the space to get to their designated office space. Please also confirm how the computer count was verified during the site visit.

Please respond to this email by March 17, 2016 if you would like this property to be considered for the ENERGY STAR.

Thank you and we look forward to your response,

Jon

ENERGY STAR Certification Review Team

**3/4/16**

Thanks for paying attention to these applications.

I have responded to the questions on the Energy Star application for 101 Arch Street. I have inspected the building several times and am quite comfortable with the application, but I acknowledge that this is a somewhat difficult building to characterize. I hope these answers are satisfactory, and I am very happy to answer any further questions.

Best,

Bob

----- First, the population count was generated by the access control card system. The number was provided by Building Management, and I actually think this is an older number from before one of the floors was fit out, so I believe it is conservatively low. The occupancy used in the Application works out to (b) (4) people per 1,000 square feet, which is a good "sanity check" on the number in the application: it is 20% below the ASHRAE 62.1 default occupancy rate, and supports my assumption that the listed occupancy is slightly conservative. As a result of my site visit and interview with Management, the population has been increased somewhat for 2016 in the Portfolio Manager database.

Second, as to the number of computers, I did a walk-through audit of 4 floors of the building. I did not do a head count, but I've done quite a few Energy Star inspections and have a pretty good sense of what (b) (4) people per 1,000 square feet"

looks like. And as I walked through the building, I observed that virtually all employees had at least one computer on their desk, and many had more than one. (b) (4)

(b) (4) In one area I tallied about (b) (4) computers per employee, and then rounded down to (b) (4). I'm quite comfortable with that number.

----- This is a very difficult area to characterize, to be honest. (b) (4)

(b) (4) (b) (4)  
(b) (4). There is also a conference center with seating for (b) (4) people. I witnessed a meeting in that space that had (b) (4) attendees, and this team of people worked in a different building. I personally reviewed the Conference Center schedule for the past several months and observed that it was in use at least (b) (4) days per month.

Using an average of (b) (4) people, and adding that to the (b) (4) maintenance people, (b) (4) member office staff, minimum of (b) (4) security personnel, I get (b) (4) people ON THE MAIN SHIFT. Several conferences were scheduled until 9:00 PM, and there are (b) (4) to (b) (4) cleaners at night, I felt that the number of (b) (4) people on the main shift was perfectly fair.

There are (b) (4) PCs in the management office, (b) (4) more in the Engineering office, and (b) (4) at the security desk. There are also (b) (4) networked security cameras and (b) (4) network video recorders. At (b) (4) watts per camera and (b) (4) watts per NVR, that adds up to (b) (4) watts, which is equivalent to about (b) (4) PCs (a laptop is typically 150, and a desktop is typically 200, and as there is a mix I used 150. There is no category for security cameras, of course, but this seems to be a fair evaluation that adds up to (b) (4) PCs, which is in excess of the number listed in the Application.

3/4/16

I just reviewed my note and wanted to clarify a typo that might be confusing. When discussing the math behind the number of equivalent PCs that the video monitoring system equals, I said a typical laptop draws 150 watts. I meant to type "100 watts", which is fairly typical. So the draw of 150 watts in my calculation is just the numerical average of the power draws of a laptop (100 watts) and a desktop (200 watts).

Thanks again,

Bob

## Email Sent to Applicant

**From:** escertification@energystar.gov

**Sent:** 2016-03-14T05:13:42.000-04:00

**To:** rdyson@c3boston.com, laura.mintz@cbre-ne.com,

**Subject:** ENERGY STAR Application for CBRE - 101 Arch St (ID: 1370872)

Dear Bob:

Thank you for your additional explanations for the audit form for CBRE - 101 Arch St (ID: 1370872). We reviewed the additional information and determined that a revised application is required to update the Concourse space at this property.

Per EPA policy, the number of computers should not include anything other than desktop computer, laptop computers, and servers. The network video recorders in this count should not be included even though their energy use may be equivalent to a certain number of computers. For more information, please reference the FAQ copied here: <https://portfoliomanager.zendesk.com/hc/en-us/articles/211696617-How-do-I-determine-Number-of-Computers->

Per EPA policy, the number of workers on main shift should not include visitors to the building. Workers using the conference room should not be double counted in the conference area and their main office space. The concourse level is listed as being operational for (b) (4) hours per week. The worker count in this space should include only the number of maintenance and security staff on the main shift.

Your application has been reset to allow you to make the necessary edits to your property, then regenerate and resubmit through Portfolio Manager.

First, click on the property name in MyPortfolio and make the following edits to your property:

- Click on the Details tab. In the drop down menu to the right of the Concourse space, select Correct Mistakes.
- Change the computer count to reflect laptop and desktop computers in this space (not including laptops brought to meetings in the conference room). Change the worker count, if necessary, to only reflect regular building workers and not visitors or office workers using the conference space.
- Scroll down and click Save.

Once all necessary changes have been made, please follow these steps to generate and submit a revised application.

1. **Access the Application:** Select the Finish your application for ENERGY STAR Certification link in the top right corner of the property page to return to the application when edits are completed.
2. **Edit/Confirm Previous Application Information:** Go through the first four steps in the Your Application Process widget (About Your Property, Contact Information, Award Information, and Eligibility Details). Edit any information that needs to be revised, or confirm previous content. Click Save for Signatures.
3. **Generate for Signatures:** On the Generate for Signatures page, select Generate New Application for Download. Save the new download to your computer and click Continue. Confirm information on the Site Visit page and click Continue. This will direct you to the Submit Application page.
4. **Complete the Application and Obtain Signatures:** Fill out the check boxes in the new download. Have the LP re-stamp and re-sign the application, and have the signatory re-sign the application.
5. **Submit Application:** On the Submit Application page, enter the new application tracking number and attach the revised application form. (Note that the file size must be less than 5MB.) Fill in the check boxes as requested, validate your credentials, and click Submit to EPA.

Please resubmit your application by April 13, 2016 if you would like this property to be considered for the ENERGY STAR. If you have any questions, please respond to this email.

Thank you and we look forward to your resubmission,

Jon

ENERGY STAR Certification Review Team